

**BOROUGH OF GREENCASTLE
REORGANIZATION & REGULAR COUNCIL MEETING
MINUTES
January 6, 2020
60 N. Washington Street**

MEMBERS PRESENT: Mayor Ben Thomas Jr., Council President Steven Miller, Councilmembers: Larry Faight, Joel Amsley, Matthew Smith, Jeremy Layman, and Wade Burkholder. Also present was Borough Manager Lorraine Hohl, Finance/HR Manager Emilee Little, and Chief of Police John Phillippy.

Mayor Thomas called the meeting to order at 7:00 p.m.

An invocation was given by Mayor Thomas.

Mayor Thomas led the Council, staff, and audience in reciting the pledge of allegiance.

Mayor Thomas noted that the meeting was being recorded by staff.

COUNCIL REORGANIZATION MEETING

Swearing In of Newly Elected and Re-elected Borough Officials performed by Judge Cunningham

1. On an Amsley/Miller motion the Council voted unanimously to adopt the latest edition of Robert's Rules of Order, a guide of parliamentary procedures.

Nomination and Election of Officers:

1. **Council President**

Nominees:

Steve Miller – nominated by Larry Faight

Duane Kinzer – nominated by Jeremy Layman

On a Faight/Kinzer motion the Council voted unanimously to close nominations for Council President.

Voting:

Steve Miller – 5 votes – Amsley, Faight, Miller, Smith, Burkholder

Duane Kinzer – 2 votes – Kinzer, Layman

Based on the voting, Steve Miller retained the position of Council President.

2. **Council Vice President**

Nominees:

Larry Faight – nominated by Wade Burkholder

Joel Amsley (refused) – nominated by Jeremy Layman

Duane Kinzer – nominated by Jeremy Layman

On a Burkholder/Faight motion the Council voted unanimously to close nominations for Vice President.

Voting:

Larry Faight – 5 votes – Amsley, Faight, Miller, Smith, Burkholder

Duane Kinzer – 2 votes – Kinzer, Layman

Based on the voting, Larry Faight retained the position of Vice President.

Appointments to be made by Council:

1. On a Faight/Smith motion the Council voted unanimously to approve the appointments of:
Lorraine Hohl as Borough Manager, Secretary, Treasurer, Right to Know Officer, and Zoning Officer
Donna Irons-Zimmerman as Assistant Right to Know Officer
Sam Wiser as Borough Solicitor

On an Amsley/Faight motion the Council voted unanimously to adjourn the reorganization meeting at 7:16 p.m.

REGULAR COUNCIL MEETING

On a Kinzer/Faight motion the Council voted unanimously to approve the proposed agenda for the January 6, 2020 regular Council meeting.

Opportunity to be Heard

President Miller invited Borough citizens to address Council with specific issues of concern, reminding them of the public comment policy.

Harold South of 395 Wayburn Street, discussed tractor trailers parking on Wayburn Street and in private driveways in the Borough. South stated the police department addressed the trailer parking on the street but now the concern is parking in a driveway.

Brian Harbaugh, co-owner of JCH Associates, requested an update on the formation of the MS4 workgroup and encouraged citizens to continue contacting public officials.

Kendra File of 30 Baumgardner Drive questioned water and sewer billing rates and minimums. Ms. File also discussed concerns with the pension plan.

CONSENT AGENDA

Minutes of Previous Meetings

Joint Meeting – Antrim Township & Borough of Greencastle – November 20, 2019
Borough Council Meeting – December 2, 2019
Borough Council Special Meeting – December 9, 2019

Community Request

Approve Incognito Tattoo to hold their annual “adopt a pet tattoo” fundraising event on May 16th, 2020 from 10am-6pm at 15 Center Square, closing the parking spaces on the southeast corner of the square and the usage of electricity.

Training Permissions

Lorraine Hohl and Emilee Little to attend the Public Employee Labor Relations Advisory Service (PELRAS) Conference in March 2020.

Employee Award

Award each fulltime employee one additional personal day and each part time employee half a personal day as appreciation for receiving the 2018 no lost time award.

On a Kinzer/Burkholder motion the Council voted unanimously to approve the consent agenda.

REGULAR AGENDA

Payment of bills

On an Amsley/Faight motion the Council voted unanimously to approve disbursements listed on the December 2019 Disbursement Report in the amount of \$262,458.91.

Reports from Elected Officials

President's Report

President Miller thanked staff and Council's assistance while he was recovering. Miller also commented on his correspondence with several officials addressing the Borough of Greencastle's request for assistance with stormwater requirements.

Mayor's Report

Mayor Thomas affirmed PennDot has successfully mounted truck restriction signage on South Washington Street. Thomas also discussed the impact of drug addiction in our community. Mayor Thomas reminded residents to clean off sidewalks after snowfall in accordance with the Borough ordinance. Also Thomas issued Mayoral Commendations and Citations to several Greencastle Borough police officers.

Chief's Report

Chief Phillippy highlighted December's service calls and notable events pertaining to the police department. Phillippy emphasized substantial vehicle repair costs incurred in December. Phillippy stated new portable Motorola radios have been ordered for the police department.

Manager's Report

Lorraine Hohl gave a comprehensive report including updates on grant funding, the MS4 waiver, and website enhancements. Developments from department heads included the installation of a new wastewater dechlorination tank and pumps as well as sidewalk inspections and alley paving projects.

1. Administration & Finance:

1. On a Faight/Burkholder motion the Council voted unanimously to approve payment to the Fireside Pub in the amount of \$357.43 for the employee Christmas lunch.

2. Community Development:

1. On a Kinzer/Smith motion the Council voted unanimously to approve the Trick-or-Treat rain date policy to be observed the Friday directly after the regularly scheduled Thursday event from 6pm – 8pm.

3. Personnel:

1. On an Amsley/Faight motion the Council voted unanimously to approve the following board/commission reappointments. Pending Council action, terms shall become effective immediately and shall expire as indicated below:

<u>Name</u>	<u>Board/Commission</u>	<u>Term</u>	<u>Term Expires</u>
Guy W. Camp III	Planning Commission	4 years	December 31, 2023
Ralph C. Burdick	Planning Commission	4 years	December 31, 2023
Lori Facchina	Zoning Hearing Board	3 years	December 31, 2022

2. On a Burkholder/Faight motion the Council voted unanimously to appoint Lorraine Hohl as the Borough of Greencastle Council of Governments Representative for 2020. No alternate representative was appointed at this time.
3. Councilmen Amsley commented that Lorraine Hohl is doing an excellent job.

4. Public Safety:

1. Faight stated there is no meeting scheduled at this point.
2. Amsley requested public forums be held in order to keep the community informed and involved.

Correspondence:

Volunteer Needs in the Borough of Greencastle

Shade Tree Commission	5 Year Term
Sidewalk and Curb Board of Appeals	Fulfill 1 Year Term
Zoning Hearing Board	Fulfill 1 Year Term

Final Comments:

Layman: Thanked the public for coming.

Burkholder: Requested an update on the LED light installation in the Borough.

Smith: "Jeremy, welcome to the team."

Amsley: Welcomed Jeremy.

Kinzer: Thanked Joel and Lorraine for their work with MS4, including a recent trip to Lemoyne. Kinzer stated that a position is open on the Zoning Hearing Board and emphasized the importance of this position.

Mayor: Congratulations to Jeremy. Thomas also discussed an upcoming Coffee with a Cop program and briefly reviewed the Borough's pension plan's funding.

Faight: Welcomed Jeremy, and thanked Council for voting for him as Vice President.

Miller: Recognized staff for their efforts and congratulated Jeremy.

On an Amsley/Faight motion the Council unanimously voted to adjourn the meeting at 8:22 p.m.

Respectfully submitted,
Lorraine K. Hohl
Borough Manager